

**Department of Defense
Data Services Environment
Version 1.0**



User Accounts Guide

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Chapter 1. Getting Started

This document provides information about the Data Services Environment (DSE) capabilities, accounts needed for accessing these capabilities, registering for the accounts, logging in using different accounts, and associating accounts.

DSE Access Overview

If you are new to the DSE, we recommend that you follow these instructions to gain full access to all of the capabilities:

1. Obtain an Army Knowledge Online (AKO) account.
2. (optional) Associate your Common Access Card (CAC) with your AKO account.
3. Obtain a Metadata Registry (MDR) account.
4. Associate your AKO account with your MDR account.

Capabilities Available in DSE

- **Community:** The DSE **Community** tab is the first page that appears after you access the DSE Website using the following URL (NIPRNet: <https://metadata.ces.mil/dse/homepage.htm>) or (SIPRNet: <https://metadata.ces.smil.mil/dse/homepage.htm>). The **Community** tab serves as a community area that enables users of all the capabilities within the DSE to access resources such as system notifications and forum topics, and participate in DSE community events. For more information about the **Community** tab, see the DSE User's manual.

- **Metadata Registry:** The Metadata Registry (MDR) is a repository and clearinghouse for structural metadata information resources (schemas, data elements, WSDLs, etc.). For more information about MDR, see the MDR User's manual.
- **Net-Centric-Publisher (NCP):** The NCP is a tool that provides users with a simplified workflow for publishing metadata and services to the enterprise. For more information about NCP, see the NCP User's manual.
- **Service Discovery:** Service Discovery allows users to discover all service or service provider information that has been published via the NCP. For more information about Service Discovery, see the Service Discovery User's manual.
- **EADS Registry:** The EADS Registry provides one stop access to DoD data source directories to improve search, access, consistency, and integration of data services as well as to increase collaboration amongst data producers and consumers. For more information about EADS, see the EADS User's manual.

Types of Accounts Required for Accessing DSE Capabilities

This section provides information about different types of accounts and also lists which accounts you need for accessing each of the DSE capabilities.

Army Knowledge Online (AKO) Account

Army Knowledge Online is the Army's enterprise portal. An AKO account enables you to access all the DSE capabilities through Single Sign-On (SSO). To register for an AKO account:

1. Navigate to the appropriate URL (NIPRNet: <https://www.us.army.mil>) (SIPRNet: <https://www.us.army.smil.mil>).

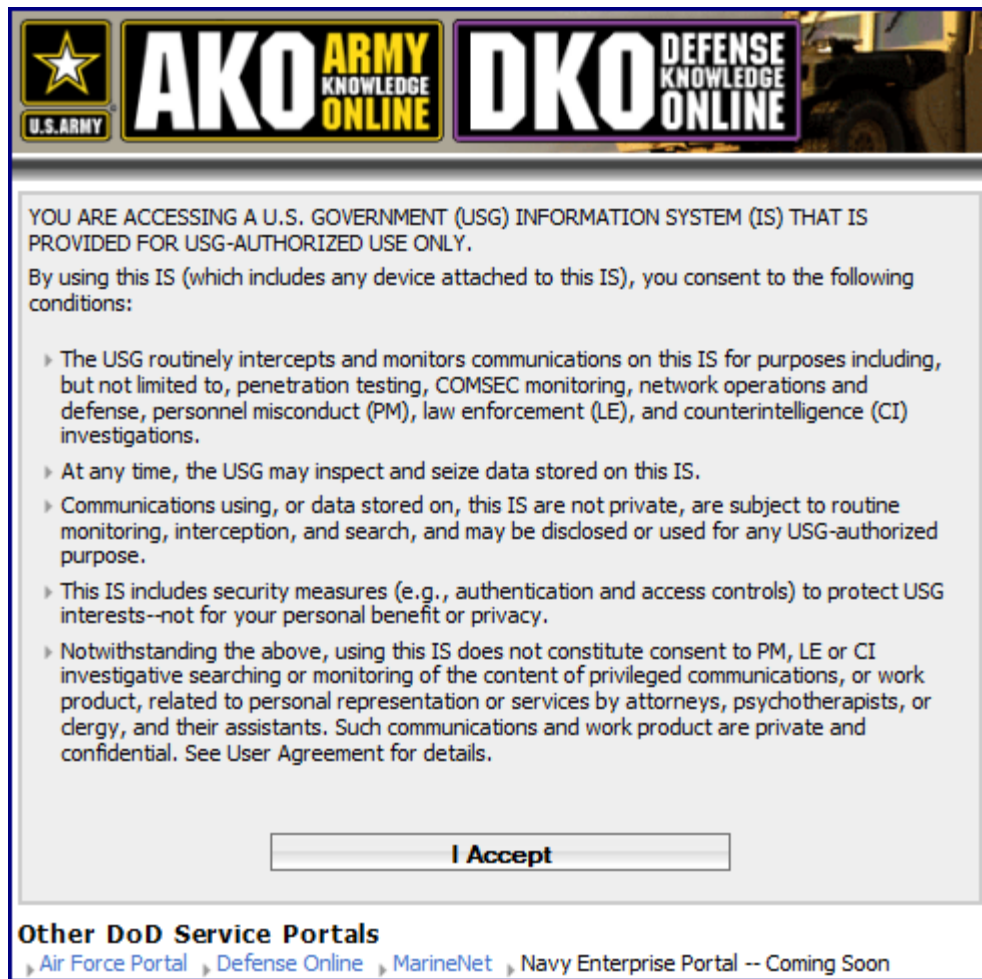


Figure 1. AKO Home Page

2. Click on the **I Accept** button. The login page is displayed.

Login to AKO/DKO
[Forgot Your Password?](#)

Username
Password

☐ Low Bandwidth **Login**

CAC Login to AKO/DKO
☐ Low Bandwidth **CAC Login**

Access Your Webmail

- › [Webmail](#)
- › [Webmail Classic](#)
- › [Webmail Lite](#)

New User?

- › [Register without a CAC](#)
- › [Register with a CAC](#)
If you are a DoD customer (non-Army), a CAC is required for registration. Everyone else may choose whether or not to register a CAC at the same time as their account.

Help

- › [Reset Password](#)
- › [Username Reminder](#)
- › [Help Desk](#)

Need a new password? Forgot your password? Click here to reset it.

FAQs

- › [How do I install the DoD Certificate?](#)
- › [How do I reset my password?](#)
- › [How do I register for an AKO/DKO Account?](#)
- › [How do I use my CAC to login to AKO/DKO?](#)
- › [Search All FAQs](#)

Other DoD Service Portals

- › [Air Force Portal](#)
- › [Defense Online](#)
- › [MarineNet](#)
- › [Navy Enterprise Portal -- Coming Soon](#)

Figure 2. AKO Login Page

- Under the **New User?** section on the login page, click on the appropriate link for registration and follow the instructions. If you also have a CAC, you can associate it with your AKO account at this time. By associating a CAC with your AKO account, you can use the CAC instead of AKO username and password to login.



The Data Services Environment employs AKO's authentication servers to handle Single Sign-On (SSO). You can use either your AKO credentials or a CAC, which has been associated with an AKO account, to access most of the capabilities within DSE.

Metadata Registry (MDR) Account

The MDR account enables you to access MDR and NCP. To request a user account to MDR:

- Open your Web browser.

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2. Navigate to the URL (NIPRNet: <https://metadata.ces.mil/dse/homepage.htm>) or (SIPRNet: <https://metadata.ces.smil.mil/dse/homepage.htm>). The DSE home page is displayed.

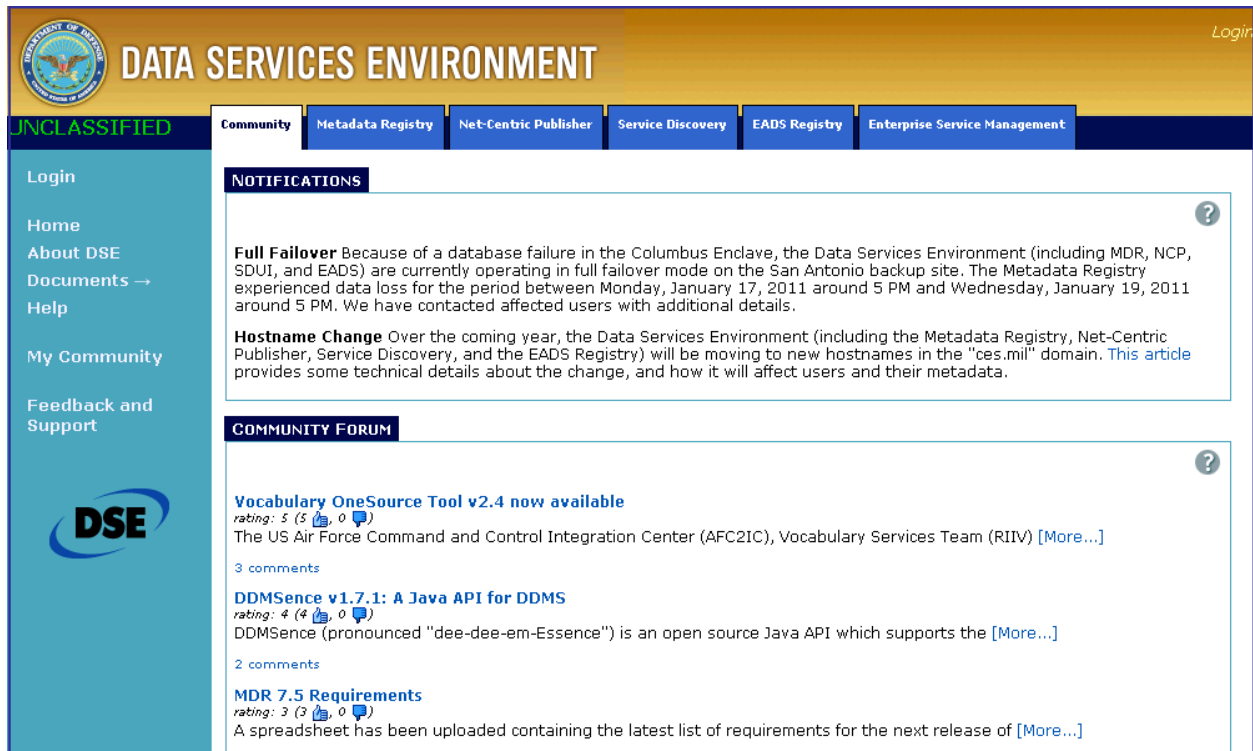
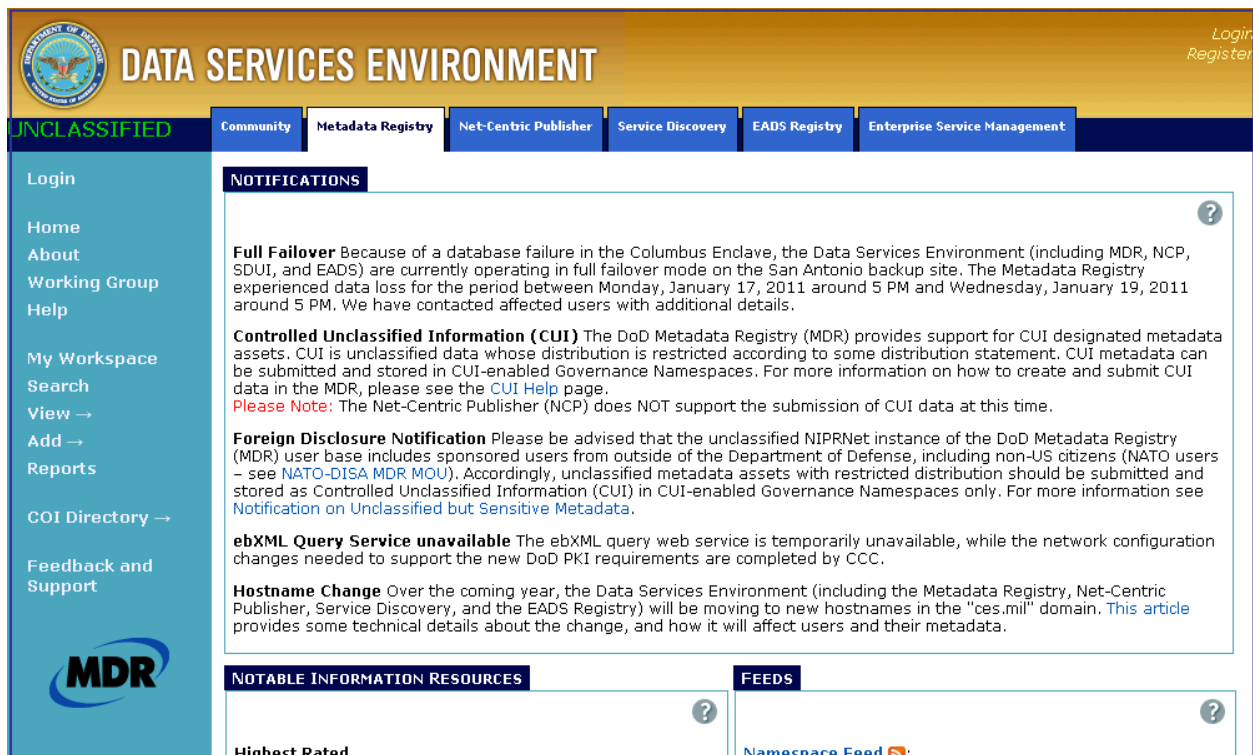


Figure 3. DSE Home Page

3. Click on the **Metadata Registry** tab. The Metadata Registry home page is displayed.

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The screenshot shows the MDR Home Page. At the top is a banner with the Department of Defense seal and the text "DATA SERVICES ENVIRONMENT". In the top right corner of the banner are links for "Login" and "Register". Below the banner is a navigation bar with tabs: "UNCLASSIFIED", "Community", "Metadata Registry", "Net-Centric Publisher", "Service Discovery", "EADS Registry", and "Enterprise Service Management". On the left is a sidebar menu with links: "Login", "Home", "About", "Working Group", "Help", "My Workspace", "Search", "View →", "Add →", "Reports", "COI Directory →", and "Feedback and Support". The main content area has a "NOTIFICATIONS" section with several announcements: "Full Failover", "Controlled Unclassified Information (CUI)", "Foreign Disclosure Notification", "ebXML Query Service unavailable", and "Hostname Change". Below the notifications are two sections: "NOTABLE INFORMATION RESOURCES" and "FEEDS". The "NOTABLE INFORMATION RESOURCES" section shows "Highest Rated" and the "FEEDS" section shows "Namespace Feed".

Figure 4. MDR Home Page

- Click on the **Register** link in the top right of the DSE banner. The Account Registration form is displayed.

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ACCOUNT REGISTRATION

Due to DoD OPSEC policy, a government sponsor is required to obtain access to the Metadata Registry (MDR). A valid government sponsor is either a military or civilian employee of the US Government (not a government contractor) with an e-mail address ending with a *.gov or *.mil domain. Non-US citizens requesting access to the MDR must be approved by the NATO Namespace Manager in accordance with the [NATO-DISA MDR MOU](#).

*Fields with * are required.*

Account Details ?

*** Email:**
The email address will also be the username for login.

Personal Information ?

Salutation:
(Mr., Mrs., Ms., Dr., Military Rank, etc.)

*** First Name:**

*** Last Name:**

*** Country of Citizenship:** v

*** Telephone:**

Secondary Phone:

Fax:

Biography:

Contract Start Date:

Contract End Date:
Contract duration is for contractors only.

Organization and Support ?

*** Organization:**

Figure 5. Account Registration Form

5. Provide the information in the form's fields, as required and click **Register**. Your request will be handled by the MDR Support Team, and you will receive an email with your new password once the account has been approved. For information about the Account Registration form, see the MDR User's manual.

The table below lists the type of accounts you need for accessing each of the DSE capabilities.

Table 1. DSE Capability and Accounts

DSE Capability	Account Type
Community	AKO
Metadata Registry	MDR or AKO
Net-Centric Publisher	MDR and AKO
Service Discovery	AKO
EADS Registry	AKO

Logging In

You can login to the DSE capabilities using any of the workflows described in this section.

Logging In Through DSE Community Tab

You can login to all DSE capabilities through the DSE **Community** tab with either an AKO account or an AKO-associated CAC. Perform the following steps to login through DSE **Community** tab:

1. Navigate to the URL (NIPRNet: <https://metadata.ces.mil/dse>) or (SIPRNet: <https://metadata.ces.smil.mil/dse>). The DSE home page is displayed. See Figure 3.
2. Click **Login** on the navigation bar on the left side of the page to login to the DSE. The login page allows you to login using either your AKO username and password or CAC that has already been associated with your AKO account.

The screenshot displays the DSE Login Page with two main login sections and a Terms and Conditions sidebar.

SINGLE SIGN-ON PASSWORD LOGIN

DKO Username:
DKO Password:
☐ By selecting this box and the **Login** button, I consent to the Terms and Conditions.
Login
[Need help with password login?](#)
AKO ARMY ONLINE
powered by AKO Authentication

CAC LOGIN

☐ By selecting this box and the **Login** button, I consent to the Terms and Conditions.
Login
[Need help with CAC login?](#)
AKO ARMY ONLINE
powered by AKO Authentication

TERMS AND CONDITIONS

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

Figure 6. DSE Login Page

3. Once you are logged into DSE, you are taken back to the DSE Welcome page that displays the list of capabilities to which you have access.

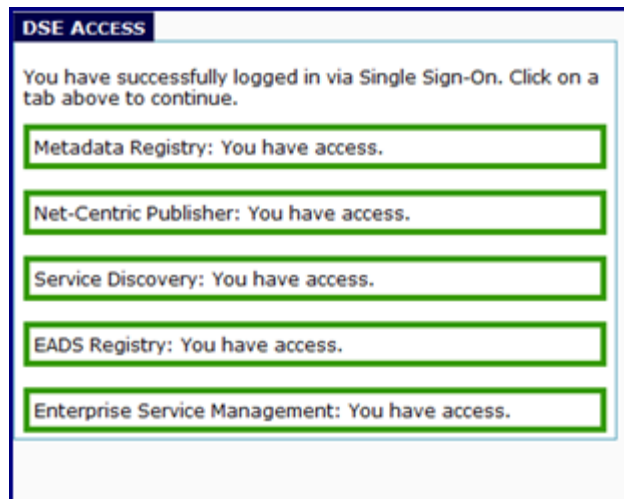


Figure 7. DSE Access Information on DSE Welcome Page



The first time you visit MDR after logging in with an AKO account or CAC, you will be asked to associate your AKO account with your MDR account. See the Associating Your Accounts section of this document.

Logging In Through the AKO Website

Navigating to the DSE from the AKO home page will automatically log you in. To log into a DSE capability from the AKO Website perform the following steps:

1. Navigate to the appropriate AKO URL (NIPRNet: <https://www.us.army.mil>) (SIPRNet: <https://www.us.army.smil.mil>). See Figure 1.
2. Click on the **I Accept** button. The login page is displayed. See Figure 2.
3. Login with your AKO Username and Password. You can also login with your CAC if your AKO account was previously associated.



Currently CAC login is only available on NIPRNet. On SIPRNet, you will need to enter your AKO username and password.

4. From the AKO home page, click the appropriate button in the NCES User Services section (see Figure 8) on the right side of the page. You are automatically logged into and taken to the specific DSE capability's home page.

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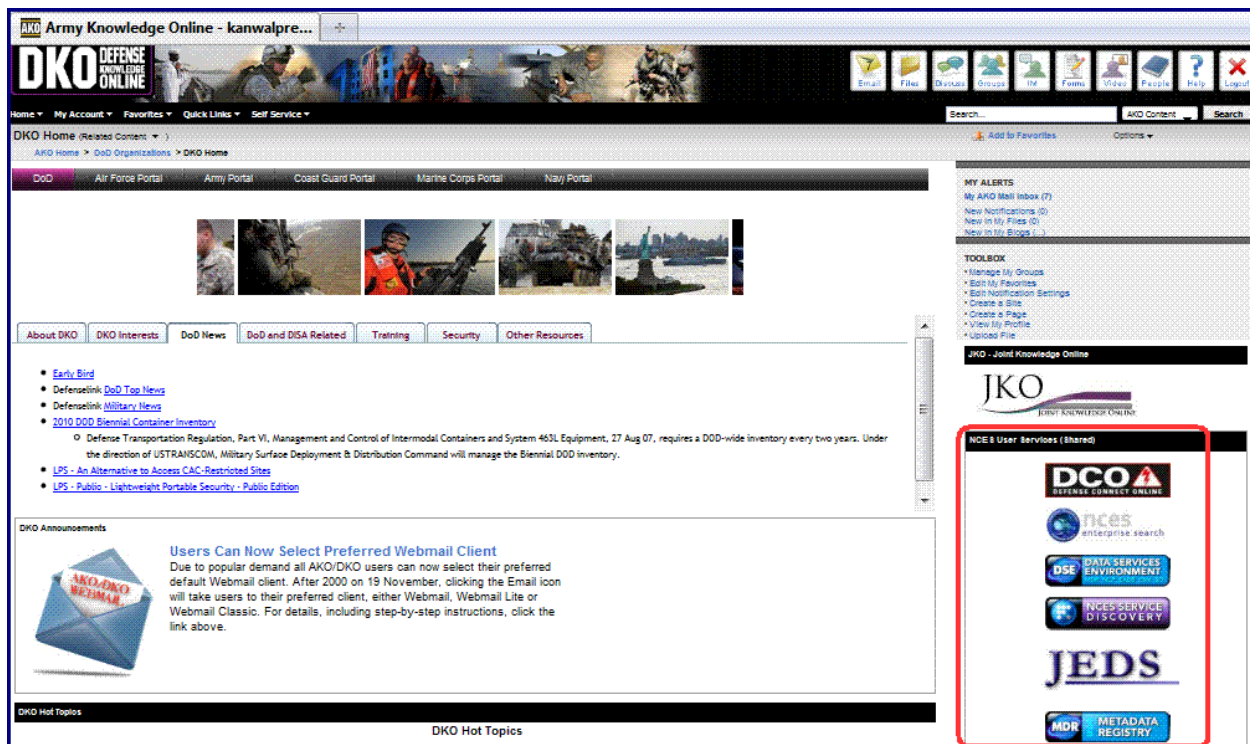


Figure 8. NCES User Services Section on AKO Website



The first time you login to MDR, you will be asked to associate your AKO account with your MDR account. See the Associating Your Accounts section of this document.

Logging Into a DSE Capability Directly

You can choose to login to a DSE capability directly by typing the URL for the specific capability. See below for the list of URLs that can be used for accessing each capability directly, and the accounts required for access:

NCP Direct URLs

- NIPRNet <https://metadata.ces.mil/ncp>
- SIPRNet <https://metadata.ces.smil.mil/ncp>

NCP requires both an AKO account and an MDR account. For information about registering for an MDR account, see the Metadata Registry (MDR) Account section of this document.

If this is your first time logging into the NCP using AKO credentials, a message is displayed stating that you must associate your AKO account with your MDR account. Use the link provided on that page to associate your AKO account with your MDR account and then re-launch the NCP to continue.

Service Discovery Direct URLs

- NIPRNet <https://metadata.ces.mil/sd>
- SIPRNet <https://metadata.ces.smil.mil/sd>

Service Discovery requires an AKO account. There are no CAC or MDR login pages to this capability.

EADS Registry Direct URLs

- NIPRNet <https://metadata.ces.mil/eads>
- SIPRNet <https://metadata.ces.smil.mil/eads>

EADS requires an AKO account. There are no CAC or MDR login pages to this capability.

Metadata Registry Direct URLs

- NIPRNet <https://metadata.ces.mil/mdr>
- SIPRNet <https://metadata.ces.smil.mil/mdr>

MDR can be accessed with either an AKO account or an MDR account. While on the MDR home page, you can click **Login** on the left side of the page to login with either your MDR username and password, or your AKO-associated CAC.

The screenshot displays the MDR Login Page with two distinct login sections. The top section, titled "METADATA REGISTRY PASSWORD LOGIN", includes fields for "Username:" and "Password:", a checkbox for terms and conditions, a "Login" button, and links for "Need an account?" and "Forgot your password?". The bottom section, titled "CAC LOGIN", includes a checkbox for terms and conditions, a "Login" button, a link for "Need help with CAC login?", and the "AKO ARMY KNOWLEDGE ONLINE" logo with the text "powered by AKO Authentication".

METADATA REGISTRY PASSWORD LOGIN

Username:

Password:

☐ By selecting this box and the **Login** button, I consent to the Terms and Conditions.

Login

[Need an account?](#)
[Forgot your password?](#)

CAC LOGIN

☐ By selecting this box and the **Login** button, I consent to the Terms and Conditions.

Login

[Need help with CAC login?](#)

AKO ARMY KNOWLEDGE ONLINE
powered by AKO Authentication

Figure 9. MDR Login Page

Associating Your Accounts

If you would like to use NCP, or login to MDR with your AKO account, you will need to associate your AKO account with your MDR account. (This step is separate from associating your CAC card with your AKO account). This section provides information about associating your AKO account with your MDR account in different scenarios. For information about registering for an MDR account, see the Metadata Registry (MDR) Account section of this document. For information about registering for an AKO account, see the Army Knowledge Online (AKO) Account section of this document.

Associating Accounts When Logging In from DSE Community Tab

Perform the following steps to associate your MDR account with your AKO account when you are logging into MDR through the DSE **Community** tab:

1. Navigate to the URL (NIPRNet: <https://metadata.ces.mil/dse>) or (SIPRNet: <https://metadata.ces.smil.mil/dse>). The DSE home page is displayed. See Figure 3.

2. Click **Login** on the navigation bar on the left side of the page to login to the DSE. The login page allows you to login using either your AKO username and password or CAC that has already been associated with your AKO account. See Figure 6.
3. Once you are logged into DSE, you are taken back to the DSE Welcome page that displays the list of capabilities to which you have access. See Figure 7.
4. If this is your first time accessing MDR from the DSE **Community** tab, click on the **Metadata Registry** tab. The Metadata Registry Account Association page is displayed.

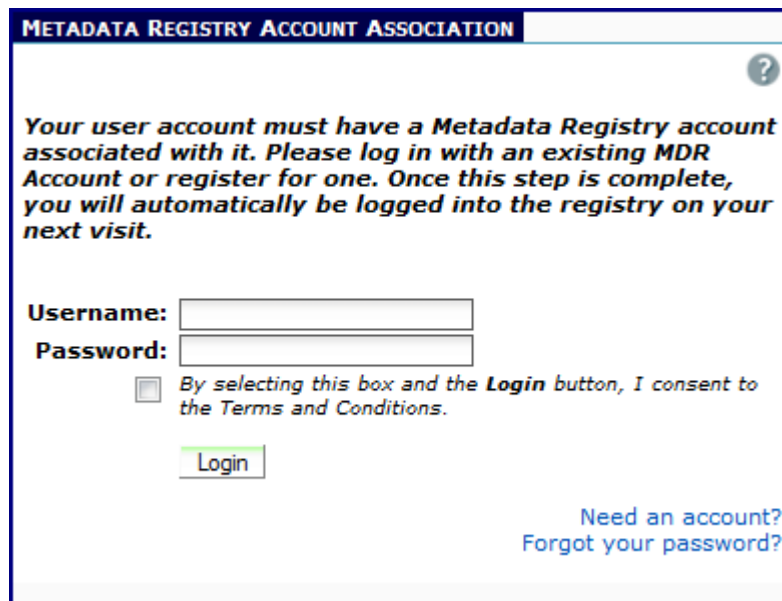


Figure 10. Metadata Registry Account Association Page

5. Enter your MDR account username and password, select the checkbox indicating you consent to the Terms and Conditions, and click **Login**. Your AKO and Metadata Registry accounts are now associated.

Associating Accounts When Accessing MDR from AKO Home Page

Perform the following steps to associate your MDR account with your AKO account when you are accessing MDR from the AKO Website:

1. Navigate to the appropriate AKO URL (NIPRNet: <https://www.us.army.mil>) (SIPRNet: <https://www.us.army.smil.mil>). See Figure 1.
2. Click on the **I Accept** button. The login page is displayed. See Figure 2.
3. Login with your AKO username and password. You can also login with your CAC if your AKO account was previously associated.
4. From the AKO home page, click the **MDR** button in the NCES User Services section on the right. See Figure 8. If you are accessing MDR from AKO home page for the first time, you are taken to the Metadata Registry Account Association page.

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The screenshot shows the 'DATA SERVICES ENVIRONMENT' header with a navigation bar containing links for Community, Metadata Registry, Net-Centric Publisher, Service Discovery, EADS Registry, and Enterprise Service Management. A left sidebar lists options like Login, Home, About, Working Group, Help, My Workspace, Search, View, Add, Reports, COI Directory, and Feedback and Support. The main content area is titled 'METADATA REGISTRY ACCOUNT ASSOCIATION' and includes a help icon. It contains a message about account association, a login form with fields for Username and Password, a checkbox for Terms and Conditions, a Login button, and links for 'Need an account?' and 'Forgot your password?'. To the right, a 'TERMS AND CONDITIONS' section explains that the user is accessing a U.S. Government Information System and lists several conditions of use, including interception of communications, monitoring, and the non-private nature of the system.

DATA SERVICES ENVIRONMENT Login Register

UNCLASSIFIED Community Metadata Registry Net-Centric Publisher Service Discovery EADS Registry Enterprise Service Management

METADATA REGISTRY ACCOUNT ASSOCIATION ?

Your user account must have a Metadata Registry account associated with it. Please log in with an existing MDR Account or register for one. Once this step is complete, you will automatically be logged into the registry on your next visit.

Username:

Password:

☐ By selecting this box and the **Login** button, I consent to the Terms and Conditions.

Login

[Need an account?](#)
[Forgot your password?](#)

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

MDR

Figure 11. Metadata Registry Account Association Page

Enter your MDR username and password on this page, select the checkbox indicating you consent to the Terms and Conditions, and click **Login**. Your AKO and Metadata Registry accounts are now associated.

Feedback and Support

If you have any questions, need help with creating accounts, have any feedback about this document including whether this document was helpful or not, or suggestions on improving this document, please contact us through the **Click here for “Feedback and Support”** link at the bottom of the page.

The fields on this form will differ depending on whether you are logged into DSE or not. If you are not logged into DSE, the fields on the Feedback and Support form will be blank. But if you are logged into DSE, the Feedback and Support form will reflect your contact information associated to your account.